

## **WHAT IS THE EL PORTAL AFFORDABLE RENTAL PROGRAM?**

In order to increase the affordable housing supply in Tucson, the City using multiple sources of funds, has acquired properties to be used as affordable rentals.

As a condition of using federal funds, the El Portal Program must rent be to those who would benefit from affordable rental housing (person or persons whose family income is equal to or below 80% of the median income limit); therefore, it is necessary to document the income and assets of each adult household member.

The City is responsible for compiling the requested information and maintaining tenant files. Prospective tenants will attend an eligibility certification appointment; existing tenants are asked to provide documentation of income and assets.

## **THE APPLICATION PROCESS**

We work very hard to maintain a quiet and comfortable community environment for our residents. To that end we have a thorough screening process. Because it costs us time and money to complete a thorough check and process your application, we require that you leave a non-refundable application fee in the form of a money order: \$35 for one adult, \$50 for two adults. Once your application is approved, you may be asked to bring a “holding deposit” which will hold the unit for you. The holding deposit will be applied towards your security deposit upon move in. We will accept the first qualified applicant. If we do not process your application due to accepting an earlier applicant or you are denied for any reason, your holding fee will be refunded. If your application has been accepted, the holding fee will become non-refundable and will be forfeited as liquidated damages if you cancel your application.

If you meet the application criteria and are accepted, you will have the peace of mind of knowing that all other applicants for residency of this property are screened with equal care. Please review our list of criteria. If you feel you meet the criteria, please apply as we would be happy to have you as a resident. If you have any additional questions or concerns, please feel free to ask.

## **APPLICATION SCREENING CRITERIA**

**A Complete Application** – One application is required for each adult, except for joint applicants. If a question is not answered or explained satisfactory, or information is missing, we will return the application to you.

**Rental History Verifiable From Unbiased Source** – If you are related by blood or marriage to one of the previous landlords listed or your rental history does not include at least two previous landlords. It is your responsibility to provide us with the information necessary to allow us to contact your past landlords. We reserve the right to deny your application if, after making a good faith effort, we are unable to verify your rental history. If you owned rather than rented your previous home, you may need to furnish mortgage company references and proof of title ownership or transfer.

## EL Portal Application Information

Sufficient Income/Resources – The combination of your monthly personal debt, utility cost and rent must not exceed 40% of your monthly income, before taxes, otherwise you do not qualify for this program due to insufficient income. Income must be verifiable through tax records or equivalent source.

### **You will be denied rental if:**

- You misrepresent any information on the application. If misrepresentations are found after a lease agreement is signed, the Owner will have the right to terminate your lease agreement.
- In the last five years you have ever been convicted of the manufacture or distribution of a controlled substance.
- In the last five years you have a conviction for any type of crime that would be considered a threat to real property or to other residents' peaceful enjoyment of the premises.
- Your credit check shows amounts that are not current. For example, occasional credit records show payment within 30 to 45 days past due could be acceptable, provided you can justify the circumstances. Records showing payments past 60 days are not acceptable.
- In the last five years you have had unpaid collections, a court ordered "for cause" eviction, or any judgment against you for financial delinquency, unsatisfied.
- Previous landlords report significant complaint levels of noncompliance activity including but not limited to:
  - Repeated disturbance of the neighbors' peaceful enjoyment of the area
  - Damage to property beyond normal wear
  - Reports of violence or threats to landlords or neighbors
  - Allowing persons not on the lease to reside on the premises
  - Failure to give legal notice when vacating the property
- Previous landlords would be disinclined to rent to you again for any reason pertaining to the behavior of yourself, your pets, or others allowed on the property during your tenancy.

### **Other Information**

- Two Pieces of Identification Must be Shown – We require a photo ID (driver's license if possible) and a social security card, non-resident alien card, military ID, government issued ID or other acceptable identification present with the completed application.
- We may require 3 to 5 business days to process an Application/LEASE AGREEMENT
- If your application is accepted, you will be required to sign a lease agreement in which you will agree to abide by the rules of the community. Only those adults who sign the lease agreement and their minor children will be permitted to become a resident of the property.
- All utility accounts must be transferred into resident name as of date of possession. Possession will be offered when we determine the property is ready for rental unless prospective is provided written instructions otherwise.
- Security Deposit and first month rent are to be paid in full by cashier's check or money order before keys are provided. A pro-rated amount will be charged if keys/lease signing is prior to actual move in date.

## EL Portal Application Information

- Pet Deposit will be determined by size/type of pet (some properties do not allow pets) excluding assisted living animals.
- A complete copy of our lease agreement and rules and regulations is available for preview. Please take time now, before submitting the application, to review these documents and ask any questions you may have. We take each provision of these agreements seriously and they are binding. They have been written specifically to ensure the safe and peaceful enjoyment for all of our residents.
- By signing , you certify all information provided to be true and complete. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or penalties (18 U.S.C. 1001,1010, 10212, 31 U.S.C. 3729, 3802).